

RUDOLPH (RUDY) KRAUSE, CHAIRMAN, CBC048885  
STEVE ROY HENSON, VICE-CHAIRMAN, ENG I 222A  
GARY CENTONZE, BOARD MEMBER, CFC1425735  
FRANK HERRADA, BOARD MEMBER, CAC1817003  
DONALD W. HORTON, CRC057947  
VACANT, LAYPERSON  
VENETIA FLOWERS, LAYPERSON  
BRENT ROBINSON, LAYPERSON  
CHARLES E. MILLER, FIRST ALTERNATE, CGC023830

**MINUTES**  
**MONROE COUNTY**  
**CONTRACTORS EXAMINING BOARD**  
REGULAR MEETING  
**TUESDAY NOVEMBER 7, 2023 9:30 A.M. – 4:30 P.M.**  
**MARATHON GOVERNMENT CENTER**

**Contractor Examiner Board Meeting Webinar Information**

Topic: Contractor Examiner Board Meeting – **November 7, 2023**

Participation via Telephone, Computer, or Mobile App.

Webinar starts at 9:00 a.m. Meeting starts at 9:30 a.m.

Please click the link below to join the webinar:

<https://mcbocc.zoom.us/j/86480673485>

Or iPhone one-tap :

US: +16465189805,,86480673485# or +16699006833,,86480673485#

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Webinar ID: 864 8067 3485

International numbers available: <https://mcbocc.zoom.us/u/krisaekaX>

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1. Call to Order / Roll Call – 9:39 a.m.  
**\*\*Present: Chairman Rudy Krause, Steve Henson, Gary Centonze, Frank Herrada, Brent Robinson, and new member layperson/Mia Santos**
  
2. Excused Absence Approval –  
**\*\* Donald Horton – excused approved by Steve Henson second by Frank Herrada no nays**  
**Gary Centonze – excused approved by Frank Herrada second by Steve Henson no nays**  
**Venetia Flowers- excused approved by Frank Herrada second by Brent Robinson no nays**

3. Agenda Changes
  - \*\* Add on- read into record the BOCC approval of Mia Santos as new board member 3 year term.**
  - Chairman Krause – item #4 under old business Industry Input page 3, moved item to # 8 under old business Industry Input**
4. Approval of Agenda
  - \*\* Approved by Steve Henson second by Frank Herrada**
5. Approval of Minutes for September 12, 2023 (must have participated in meeting to move or second)
  - \*\*Approved by Steve Henson second by Frank Herrada**
6. Next scheduled meeting: January 16<sup>th</sup>, 2024
  - \*\*Approved**
7. Swearing - in of Witnesses to Testify
  - \*\*by Board Attorney Thomas Wright**
8. "Is there anyone from the public who would like to speak on an Agenda item?"
  - \*\*Present requesting to speak – Gay Marie Smith and Bruce Kjos**
9. Have any Board members been contacted outside the presence of this meeting regarding an agenda item?" If so, would you please disclose the nature of the contact?
  - \*\*No from board, Chairman Krause did receive emails from Gay Marie Smith (present)**

New Business:

10. New Communication Software – ABO Rey Ortiz
  - Presentation by Kristen Livengood Monroe County Public Information Officer
  - \*\*Kristen was present and presented a small demo of the new location on our online website. Board members thanked IT Dept. Alan MacEachern, ABO Rey Ortiz and Kristen for the new communication software.**
  - As a new service everyone will need to go online and register, notices will be sent out to the construction industry that were listed on the previous email list, to please apply online.**
  - Chairman Krause inquired if this new communication system will be used in the future to notify the contractors and public (who have registered) of any building dept. required form updates or changes to the permitting process.**
  - ABO Ortiz – yes, the system is capable to send mass communication if the building Official would like to communicate.**
  - Public- Gay Marie Smith – requested signs be posted with all this new information,**

Continued:

**at bldg. dept. offices, as some of the public does not use email.**

**Steve Henson – brought up information on the new planning dept. AI to expedite permit reviews. ABO Ortiz did mention they watched a demo on the future of this technology. Something we will definitely keep an eye on as it progress in the future toward FBC.**

11. Construction trades application review for verification of construction experience and testing approval:

1. Nelson Martinez/ New applicant/ Reciprocity from Broward County/ Flooring Specialty

**\*\*Approved by Frank Herrada for reciprocity\*\***

2. David Johnson/ New Applicant/ Reciprocity from Brevard County/ Roofing Contractor

**\*\*Approved by Frank Herrada for reciprocity\*\***

12. CBAA – Construction Board of Adjustment & Appeals – Vacant Engineer Positions

a. Thomas Walker – interviewed at the July 11<sup>th</sup>, 2023, CEB Meeting

b. William Campbell – new applicant

**\*\*Board made a decision to move the final approvals to January 16, 2024. Also requested was a copy of a detailed resume from both applicants.**

**William Campbell was present and introduced to the board. Frank Herrada has worked with Mr. Campbell and feels he will be a great asset to the CBAA board.**

**Steve Henson discussed the importance of attendance when the CBAA board does have an appeal, which are usually held on the same dates as the pre-scheduled CEB 2024 dates.**

**County attorney Kelly Dugan explained the positions available as one primary and one alternate, similar to the architects that currently sit on the board.**

13. CEB/CBAA Board Member Chairman Rudy Krause

2-year term expires January 21, 2024

Requesting recommendation for re-approval for an additional 3-year term to expire January 2026

**\*\* Recommendation by Steve Henson to the BOCC to approve the renewal of Rudy Krause as a board member for an additional 3-year term. Second by Mia Santos – no nays.**

## INDUSTRY INPUT

Industry Input: We will now open the floor for any comments or questions from the construction industry or public. Please either use the raised hand feature on Zoom or make sure that you have filled out a green speaker card if you are here in person.

Jethon is there anyone with their hand raised on Zoom?

Do we have any in person speakers signed up to speak?

Old Business for Industry Input:

1. Artificial turf/lawn requirements – Mike Roberts Assistant Director/Environmental Resources  
**\*\*Mike Roberts present – Environmental office does not regulate artificial turf, it is considered landscape feature.**  
**Brent Robinson was surprised it is not more regulated from a storm water runoff perspective. The base material under the turf creating some concerns to the runoff.**  
**Landscaping COC license certificate and permitting requirements were discussed. Land clearing permits are reviewed by the Environmental office.**  
**Property owner or landscaping business can apply for the permit, a planning/bio agent authorization form on behalf of the property owner, will be required when landscape business applies for permits.**  
**Planting of vegetation, within reason, is not regulated. No permit required for residential landscaping.**  
**Land clearing – Exempts 10 or fewer stems(trunks), nuisance exotic vegetation.**  
**Gay Marie Smith – questioned owner builder authorization of an agent on a permit. Attorney Dugan explained the difference between the building dept. permit restriction of the owner builder, and the Planning/ Environmental issuance of a permit when no license is required.**
2. FEMA substantial damage assessment form for final review and approval prior to forwarding to FI. Emergency Management for approval.  
Troy Winterfield/Floodplain  
**\*\*Form has been updated and forwarded to FI. Emergency Management - a couple of changes were made on the language.**
3. Troy Winterfield – Rollup shutters/ downstairs enclosure  
**\*\*Anything solid will be considered enclosure. If it's enclosed on 4 sides and they are solid, the definition will be it is an enclosure.**
4. Clarification requested by Chairman Krause on Pool requirements and restrictions  
Troy Winterfield/ BO Griffin  
**\*\* Moved to #8.**
5. Monroe County Online Permitting System  
Ed Koconis to provide updates:  
**\*\*Ed Koconis was not available or present at this meeting, ABO Ortiz providing information:**

- a. Copy provided to board members of the new Contractor/Subcontractor authorization Form  
**\*\*Form is available on the website.**

**Chairman Krause feels there was a miscommunication. The board felt they were going to be part of the form approval since they had requested it, prior to it being implemented as a new requirement.**

**Why would an approved agent need a form for each permit? If a contractor provides another contractor an affidavit, that they can apply for or add them to his permits, why would a new form be needed every time? These were the requests we were requesting. Hopefully these corrections can be made, which is what we requested, not the form you created and posted. The option should be on the affidavit form: one time approval for particular permit or an approval for every permit.**

**BO Rick Griffin – mentioned that Ed Koconis and Rey Ortiz were working on this form and he will talk to Ed about this when he comes back in January 2024.**

**Chairman Krause requested a conversation now, they requested an affidavit form as previously required, not on every permit, dependent on the circumstances between contractors.**

**BO Griffin agreed with Chairman Krause, he will need to talk to Ed Koconis on the matter.**

**He was not involved in this, but you should not have to chase down your subs on every permit.**

**Mia Santos – in the new system, even the contractor applying for his own permit as to provide the new authorization form. This requirement when the contractor is already signed into his own portal is redundant, makes no sense.**

**Chairman Krause agreed. He understands if an owner builder is applying for a permit it should be a requirement, but why should a contractor be required a form for his own permit?**

**We should not allow this to go another two months as we wait for Ed Koconis to return.**

**Steve Henson questioned the new form and why would his office assist who is an authorized agent for him be required another form signed by him for each permit?**

**Chairman Krause Agreed. This was not what the CEB requested and did not appreciate what he has been hearing, when a contractor complains about the form. They are being told, go complain to the CEB members they are the ones that requested this. This is not what was requested, we are all trying to work together here. Statements like these should not be made by Building Dept. employees. We do not point fingers, we try to work together. To make this perfectly clear; This is not what we asked for. All of attending board members agreed.**

**BO Griffin said he would get with Ed Koconis, within the next couple of weeks.**

**Gay Marie Smith expressed her concerns as she has 3 permits being held up. As long as she can remember an agent was approved and remained approved as agent for the contractor.**

**She received information that on November 1<sup>st</sup> she would need to provide the new completed form to be issued the permits. All of the forms are on the website, why are they still available? if they are no longer to be used?**

**The form originally requested was when an individual is adding a contractor to a permit, not when an authorized agent applies. The old forms previously in place in the old system, were in place worked just fine. She also, agreed with the comment by the chairman she had received 2 emails forwarded to her by BO Griffin and Ed Koconis, that the CEB requested this form.**

**She requested to please issue the permits to her as an authorized agent, her permits should not**

Continued:

be held up, as they are ready to be issued. To wait until Ed K. returns is not acceptable. Chairman Krause explained why the original reason for this request, due to the new online permitting system. The communication to the contractor and sub-contractor is in the contact section of the permit, using an email address, provided by the applicant. Leaving room for error. Mia Santos – the csr will contact you if you do not list the contractor in the contact and the contractor screen, permit applications will not move forward until the applicant makes the correction on the permit application. So, if a sub-contractor is listed and there is a valid email address in the contact section, yes, the permit review can proceed. Contact section is for notification purposes.

Frank Herrada asked if we know exactly when Ed K. is returning.

ABO Ortiz said he would need to get back to the board with that information. Ed Koconis is assisting and in contract with the City of Islamorada.

Frank Herrada since Ed K. is not here, is there anyway that Gay Marie can be issued her 3 permits, as we wait for Ed?

Chairman Krause if Ed is gone for 2 months, we can't all just depend on Ed K. to make these decisions, there must be a backup person.

ABO Ortiz mentioned that Ed K. is still engaged with the Building Dept. here, he is just not able to provide a time when he can be contacted.

Frank Herrada in the meantime, I want you to try and fill a contractor's shoes, not just Gay Marie's permits, but for any contractor listening to this meeting. The county employee is getting paid weekly, the contractor is trying to keep his employees working, time is money. So, is there anything the County can do to release those permits to those contractors, as we wait for Ed Koconis to return? it would be greatly appreciated. We need to help these contractors to continue to make progress at their job sites, to pay and keep employees and the most importantly the property owner happy.

BO Griffin what I need to do is find out what permits she has out there, as soon as she (Gay Marie) gives me that information I can look into it.

Frank Herrada if you can do that Rick, I would really appreciate it.

ABO Ortiz- received information that Ed Koconis will be returning to the County December 7<sup>th</sup>.

Frank Herrada Well that does not work for the industry.

Chairman Krause Are we going to be able to go elsewhere for an answer? We cannot put this on the shelf for a month.

BO Griffin I will contact Ed K. and discuss. I do remember a conversation on who was on the permit and notifying them, contractors and sub-contractors. I don't know where they are about doing that, if they solved that problem.

Steve Henson – the reality is the basic permit has been approved, the permit is ready. What is holding it up to issuance is an administrative letter that this person is acceptable to be issued the permit. This seems like something that can be fixed. There must be some way to circumvent this issue as we wait for Ed.

Chairman Krause – This is what is hard to understand, if Oracle (new permit software) has a contractor registered with their email information. How is that not transferred to the permit? What we have been told is that the applicant must add that information into the permit, under

contact. If someone adds an incorrect email address to a permit, the contractor would not be notified. It seems that if we could go back to Oracle to fix this issue, we would not even need or have requested an affidavit form. We requested the form because of the software problem. I believe the contactors are ok either way, as long as the contractor and sub-contractors are notified, when added to a permit.

**BO Griffin:** Rudy, I agree with you, I am a contractor too, I don't know how Oracle does that. In Tampa I had Accela software it did everything. But I will find out, how Oracle keeps the information in there and apply it, but I will find out.

b. Email notification of inspection results to all contacts listed on permit

**\*\*Lack of notification when an inspection is failed and why it failed. Currently the system logic is set up to notify the primary. Can it be changed? Sure, but now you will receive all emails.**

**Chairman Krause** brought up that the old system if electrical called in his inspection he would receive the inspection result. Whoever called in the inspection received the result.

**Mia Santos** questioned the new online system process, she has not seen the inspectors results with the code being quoted if an inspection is failed.

**ABO Ortiz** said it is mandatory that they leave this information on all permits. It is state law.

c. Email notification of permit fees limited to permit applicant

**\*\*They can look into the logic currently set-up in the system. Only the applicant receive the email notifications on permit fee information, not everyone that is listed under contact section of permit.**

d. Permits placed on Hold – customization of the drop-down display message (Don Horton)

**Mia Santos** explained the system requires several steps to access information.

**ABO Ortiz** offered the assistance of any csr if having issues locating the information online, they will gladly provide a quick tutorial.

e. Notification under inspection stating documents required/ the required documents are not mentioned under the notification.

**\*\*Already covered above**

f. CSR request for contractor on permit/ what disciplines are required for the permit, not listed.

**\*\*Already covered above**

g. Inspections – time field is available as a choice. If not, available item should be grayed out or removed

**\*\*This is a default setting in the software, not able to correct.**

h. Can permit contact section auto populate the contractor(s)/ emails listed on the contractor section of the permit.

**Chairman Krause** this should be available.

**Mia Santos** and this would alleviate the notification problem, that was previously discussed.

**Verification of emails, directly from the registration of the contractor/ qualifier.**

Also discussed:

**Steve Henson** requested a full name and contact information should be listed on deficient plans reviews, easier access to communicate with the individual plan's reviewer. **BO Griffin** agreed good idea and will inform his team.

**Mia Santos** mentioned the private provider stamped approved plans, lack of stamps from the building dept. disciplines, as reviewed, and verified. **ABO Ortiz** has mentioned this to other

reviewing depts. Building/ Planning/ Environmental will work towards providing the required stamps as per code.

Chairman Krause inquired if the Oracle system purchased by the County was the basic program offered by the company or created specific for the County requirements.

ABO Ortiz this is a question for IT Alan, Ed K. or Karen who can provide much more detail. However, they did not just send us a software, we had lots of meetings and questions in reference to our local Ordinances and their implementation to the software as well as the standard Fla. Bldg. Code requirements within the software.

Chairman Krause renewal of expired permits, not ROGO related. Is a renewal no longer an option? You pay a fee and renew the permit? Instead of going through the system review process all over again.

BO Griffin the problem with the system is once the permit expires it closes out the permit. In certain instances it can be done. But it cost time and manpower. You are sent emails, your permit is going to expire, 3 to 4 notifications and they are ignored, that is not our fault.

Chairman Krause not a matter of ignoring sometimes it happens just because we are waiting on materials. You are provided 180 days, what if you could not start the job? One person should be able to approve/re-approve the permit as issued not the requirements of re-applying and starting all over again, like a new permit, time and money is being wasted.

BO Griffin we do that, we review each case. When I got this job, we had 60,000 open permits that had not been touched. I had to go back to BOCC to expire them and just void them. It took us years to move forward.

Chairman Krause yes this is going back to the 70's, some of the permits were picked up and never went forward with the projects or inspection. I have some that no final inspection was recorded by the inspectors. Even though all inspections were completed, the inspectors would not come out for final inspections, nothing more to inspect they would say. Example, a concrete slab, that is what we were told back then.

So before it expires you can pay the one-time fee to extend the permit 180 days. If you allow it to expire, it will be handled on a case by case basis.

Frank Herrada if a contractor finds himself in a situation where he is waiting for product, is it possible to call for an in progress and let the BO know we are waiting for material?

BO Griffin Yes, we get a lot of that.

Following items moved forward until completed:

Permit applicant remove and replace with new applicant – scheduled update for 2024

Historical permit information – no scheduled date for implementation at this time

Chairman Krause requested an update, and asked if this is scheduled for end of 2024 or mid 2024?

Frank Herrada historical information is very important when working with violation cases and decisions made by the CEB board. Viewing the existing permits and requiring the contractor to review and close open permit is part of the violation fine process.

ABO Ortiz moving forward as previously discussed, there will be no open permits, the system

will expire them. The work did not happen, possibly a code case. Also state law was updated about 2-3 years ago, we cannot stop a contractor or limit the amount of permits applied for. Regardless of the status of each permit or the volume of permits applied and issued. Currently the closed permits are listed on our website, providing some historical information.

ABO Ortiz:

Also in reference to private provider plans reviews, we would also request the private provider to also assist the process by verification of other required documents, termite forms, truss plans etc. as an example. Stamping of all documents shall be required moving forward.

Chairman Krause explained the need for a similar search site as MCEsearch was for Community Plus. The open active permits as well as expired and closed, provided much of the information required, when a contractor is working with older homes in the area. Many times the 50% rule can only be searched with the permit information.

ABO Ortiz will look into this.

6. Item moved forward until completed – requires BOCC approval, possibly at October meeting  
ABO Ortiz & attorney Kelly Dugan update on the implementation of an application pursued in good faith time limitation on permit applications FBC 105.3.2 was added to the FBC in 2004 MCC 6-102 originally adopted in 2002.

**\*\*Kelly Dugan the amendment to the Ordinance is scheduled for tomorrow's BOCC meeting, if approved it will move forward for the December public meeting approval.**

Currently BO & ABO are reviewing and extending a one time 90 extension depending on the circumstances. Possibly a second, but they must contact them and request prior to permit expiration. 90 days is specific to FBC.

7. Attorney Kelly Dugan – Update on the recommendation by the CEB to increase the current Monroe County/Florida Building Code/Florida Statutes Violation fine from \$ 500.00 to \$ 2,500.00 per violation. Kelly Dugan the Building Dept. cannot change this as it stands. The licensing inspectors are authorized under our code compliance. First the BOCC would want to do this, they would need to vote and if approved, would require a complete re-write of our code, as far as how we issue the citations for these particular violations. I believe per state law, if the BOCC wanted to go that way, generally counties are permitted to adopt a fee resolution per code per violation, this may be something that is available to us, not a unilateral change that the CEB can make or the building dept. can make. It would have to be an actual amendment passed by the BOCC.

Chairman Krause this did not go the way I thought it was going to go, I thought this was already approved to go to the BOCC?

Kelly Dugan if you would like to make a recommendation to them.

Chairman Krause I thought that was what we did?

Kelly Dugan last time you asked what needed to be done, if that is what you would like, Mr. Wright as your attorney can handle that request.

Thomas Wright I'm looking at the agenda item, update to the recommendation so I was presuming that the recommendation had already been made. Board members felt they had voted on that.

Kelly Dugan mentioned to the board, they voted to see what needed to be done.

Chairman Krause No, it was a recommendation, if we can look into it, that it would be great.

Thomas Wright they are recommending the BOCC approve an increase and adopt as a

**County Ordinance.**

**Steve Henson** made a motion of a recommendation to the BOCC to increase the code violation fines for construction related matters from \$ 500.00 to \$ 2,500.00 per violation.

**Frank Herrada** seconded

**Kelly Dugan** clarified that the recommendation is specific to contractor licensing citations.

**Steve Henson** Yes, correct maximum per violation. Not mandatory, at the officer's discretion. If conditions warrant, we will impose.

No nay votes.

Attorneys discussed, and Mr. Wright shall send the recommendation letter to the BOCC and county attorney.

**Steve Henson** explained the \$500.00 that has been in place for some time, is no longer a deterrent for people doing these things. We need more teeth in the statute.

**Chairman Krause** believes the same fine has been in place at least 20-30 years. He would like attorney Wright to explain the circumstances and why the recommendation is being made.

**Attorney Wright** and the Chairman will put together a letter as an attachment to the recommendation and forward to the BOCC members on behalf of the CEB Board.

**Chairman Krause** are there any other updates to the 299 sq ft enclosure limit?

**Kelly Dugan** no updates that I'm aware of.

**Troy Winterfield** did send out an email to certain people. The FEMA gentleman, he has been in contact with who is in charge of the CAV and closing the CAV. They discussed the 1973 and 1975 dates on our new Ordinance, 1975 is the correct date. Also, the 299 sq ft enclosure FEMA requirement in place. After some correspondence and he said they are open to negotiating the 299 sq ft limit and that it would require a revamping of our remedial plan from 2012.

So, to move forward a text amendment goes through the planning commission.

**Kelly Dugan** this is correct in parts, they want the county to make a proposal of the changes we are willing to make, and they can nay or ya. The plan is to have the County Commission approve any proposal before we forward that to FEMA. Rather than passing an Ordinance, they may not be ok with. We are trying to have that possibly heard on the January BOCC meeting.

**Troy W.** provided an update on the CAV tracker report from 1,900. They have researched it down to about 1,100 and now down to about 800. These are potential violations, it looks like there may possibly be about 50 that are potential living space below base flood. Which is non-compliant and is a violation.

**Chairman Krause** gave some examples of all the hoops the property owners are going threw and not receiving the 35% discount.

**Chairman Krause** asked about air-conditioning in enclosures to climatize the area.

**Troy W.** responded that our new Ordinance does not disallow air conditioning in an enclosure as long as it is above flood.

**BO Griffin** was asked his opinion and he said with the new code, you can do that now. You can have a conditioned space as long as the unit is above flood.

**Chairman Krause** reiterated the new communication system, will certainly help getting this information out to the public, he himself was not aware of the new change.

**BO Griffin** said when the code changed, that changed too. We will also talk about the fill, that

Continued:  
also changed.

Public speaker Contractor Bruce Kjos – Permitting application review process/ cycle steps  
Bruce Kjos asked the audience how many licensed contractors were present? There was no one in the audience, no public, only himself.

He motioned the board; you need to do something about that.

Frank Herrada agreed with him; everyone wants something done, but no one will drive the 50 miles to get here and participate. We can't just complain and not be part of the solutions.

Mr. Kjos explained his issues with our new online permitting system. The lack of the system being user friendly, and how it disrupts the flow of the entire project. It effects money and it is a big deal. Permits are definitely slower and get lost in a web. He had a permit with 7 cycles when it was an Oracle problem. It effected his crew and work. This problem also comes up in the inspection process. The comment section of the failed inspection is many times left blank by the inspectors, which then requires you to try and contact human assistance. He does get a resolution to his questions but as mentioned, then we are back to finding the person to help not the new AI system in place.

His recommendation before this gets worse is to have a workshop. Get contractors and members of the contracting board who are experiencing issues all sit together figure out how and what is needed to tweak the system before it gets worse. His feelings are it will cost money and is a money problem to fix the system at this time. But it needs to be tweaked. Information needs to flow quicker before these issues trickle down to the owner and the contractor distrust.

Recycling is a large issue, one document should not go back through all of the already approved disciplines, to make its way to the one discipline requesting the corrected document. There should be a jump within the system for certain situations. It's unfortunate but you really need to end up on the phone to solve your problems. The system is not able to communicate and assist.

Chairman Krause - the Contractors Association is available to contractors and hopefully can assist to bring it to our attention here at the CEB, and we are always available to listen and try to help.

Frank Herrada the key point is that AI does not offer customer service. Contacting the key person to assist, a human, is the only way to have issues resolved. At some point individuals needs to be held accountable. We have a Building Official an Assistant and inspectors. Not sure who overseas them at this time. In the past the key person was Christine Hurley, you could contact her at anytime and she would identify the problem and get back with you, with information. That does not happen today, I don't believe we have anyone above everyone else that can follow through. We do not even know who oversees the Building Dept.

Bruce Kjos exactly, you need an IT or quick fix person. Someone to walk you through the process and assist.

Frank Herrada We do have those people; it's called customer service. At the end of the day, we feel your pain. At the end of the day people forget who they work for, we are all volunteers up here, we do not get paid. We are trying to fix your problems and sometimes it feels like we are swimming against the ocean. We sound like a broken record, no matter what we say the County staff continues doing the same thing. All we can do is to continue to bring issues up again and

again. You had a point when you started your conversation, one contractor showing up here with a problem, when these problems are affecting everyone. Everyone knows there is a problem, everyone wants it fixed. They all know the meeting dates, we advertise them. In the past we had more participation from the public and contractors.

We tried to implement a new product, Oracle, and we should be fixing the hiccups, we did have someone like that, we could call and she would fix the problems. We don't have that.

Mia Santos suggested to Mr. Kjos in the future not to allow a permit to reach the 7<sup>th</sup> cycle. Make an attempt to contact a county official who can review and assist with the situation.

Bruse Kjos understands but the contact and monitoring of the online permits almost requires him to hire someone to assist with the issuance of a permit. Previously he could just walk in to Stock Island permitting office, drop off his permit, and questions were answered and even corrected right then and there. There was no disconnect, it's very unpleasant.

Chairman Krause brought up the fact that originally each dept. was going to have someone present to assist with questions and answers, at each CB meeting. We know Ed Koconis is out but even then, most of the time Ed has to get back to us with some answers, he has to check with someone in IT.

Seems like stuff keeps getting postponed and postponed. Even if they came and were available on zoom to answer questions. Who oversees Oracle and the system?

ABO Ortiz what is your exact question?

Chairman Krause it a two-part question. When we have a question on Oracle or any Dept. question, we should be able to get ahold of someone that can answer questions. This is the purpose of these meetings and this section of the meeting. It's been over one year since Oracle, we are trying to resolve some issues, but we keep having to wait two months till the next meeting, because no one here has the answers. Every two months when CEB has a meeting is it possible to have someone that can answer questions available, from each dept?

ABO Ortiz the answer is Yes. He also mentioned this is the first time that Ed is multitasking he has always been available. Regarding the Resolution, we can invite anyone you would like us to invite. Similar to today when Kristen Livengood provided us with her presentation. We can invite any Director, but the Resolution the BOCC passed was only for the Planning and the Building Dept. to be here in attendance at these meetings.

Chairman Krause in the future if something is coming up with Oracle, or a dept. question who should we contact to make sure those individuals are available? Yes, Ed is usually here, but there has been a number of times when Ed does not have the answers and he has to contact someone to provide the answers. So, question is, who is in charge of Oracle, that is the question?

BO Griffin explained, for the record Oracle is not AI it is a program. It is used in other municipalities very successfully. We are a little bit different, than other municipalities as Rey mentioned. So, we are tweaking it. Alan from IT, we go to him, and he communicates with Oracle. Oracle will not sit in on a meeting for free. We had a certain amount of time in the contract, and certain time for maintenance, we call tweaking. We go through the chain of command. I think Ed has been doing a hell of a job trying to answer your questions, but a lot of this stuff he does not know and neither do I.

Chairman Krause So if Ed does not know, who does he reach out too? I've heard Crystal but is

its Alan from IT? So, Alan is the most knowledgeable? As a county employee, would he be available if we asked him to a meeting?

BO Griffin yes, he is our IT director. It would be up to Alan if he would be available on zoom.

Chairman Krause It would only be as needed. Do I get in contact with Maria/liaison to invite him if available. BO Griffin agreed, yes, we can ask for him to be available.

Frank Herrada posed a question to BO Griffin, who is your boss?

BO Griffin – replied, his wife (as a joke) Roman Gastesi, but before you go to him, you come to me.

Frank Herrada – thank you, I know Christine Hurley had a position in overseeing some of these departments and she moved on. She was overseeing Building; I don't believe her position was ever filled.

Gay Marie Smith had one more question in reference to the July 11th meeting requirements of affidavits along with a Notice of Commencements, hoping for more information on the affidavit requirement.

Kelly Dugan did not have the statute with her, but commented it had been discussed at the last meeting. As of October 1<sup>st</sup>, it has changed, the statute has been updated. There are a few options You can submit the affidavit or a recorded document from the clerk's office instead of that.

Gay Marie Smith – so we can submit the notice of commencement that has been recorded (book & page information from the clerks) and no affidavit required?

Kelly Dugan – Yes, it has been added as an option, when you are submitting it to us.

Gay Marie Smith- so then I'll ask the Building Official, why were we never told about that?

ABO Ortiz – every year many changes in our statutes takes place, we do our best to follow up. We should all try to keep up to date with any changes and always, we appreciate anything being brought to our attention.

Gay Marie Smith- may I address my question to the Building Official. This was mentioned at the last meeting and everyone was here. This is what these meetings are about, if the Building Dept. no longer requires this form, then it's pretty important to notify the public. I personally and professionally don't think this is correct, that we were not informed. This happens all of the time. I am not going to look up statutes in the Building Code.

Chairman Krause- This is what we have been talking about, getting information out there. We need to figure out a way to correct these problems.

Gay Marie Smith- Hopeful then BO Griffin will notify his staff of this change. She's pretty sure if she turned in a notice tomorrow without the affidavit, she would receive an email from the permitting office. Another question in reference to expired Oracle permits, if a fee is paid to re-open a permit for a final inspection on an online Oracle/ Community Development permit will the permit be re-opened? Does the system have the ability to re-open a permit in this scenario?

Mia Santos – provided her understanding of the system, she believes the option is not going to be available in the Oracle system once a permit expires. These situations will not be handled in the same manner, as previously done with the Community Plus/legacy permit system. This may be a situation where Rick and/or Rey will need to be contacted for assistance.

Gay Marie Smith – This information is not provided on the website, at this time. It just mentions any permit. From her understanding there will be no reason to do parcel research on Oracle permits,

permits will just expire, this information should be mentioned on the website.

Chairman Krause – agreed maybe this needs to be changed.

ABO Ortiz on behalf of Rick Griffin - Crystal Sebben does a fantastic job of keeping people up to speed granted the industry was not bought up to speed on that component. However, if a csr is not aware of the protocol that would be interesting, because on October 2<sup>nd</sup> Crystal did let her staff know about the notice of commencement changes. Crystal would like to know, who the csr is that requested the affidavit.

Lunch break: 1 – 2 p.m.

#### **# 8. Chairman Krause – Pool Requirements**

BO Griffin – did not recall what the original disagreement with Troy W. on this subject was about, but at this time they are in agreement. Originally the other floodplain person said if you are going to set in a pool in a Vzone it would need to be flush with natural grade.

This has been altered to say; You can put up to 12 inches of fill, and grade it away from the pool. You may use pavers or overpour. (Coping height also included within the 12 inch) Total 12 inches total.

Chairman Krause clarified we can go 12 inches above grade on the pool, without the requirement of it being frangible or break away.

BO Griffin – as long as it is engineered in the ground, or above design flood elevation.

Chairman Krause what FEMA says is 2 foot of non-structural fill can go into a Vzone.

BO Griffin for landscaping, same goes for driveways and everything else. The information provided by Troy Winterfield was correct at the last meeting.

Steve Henson does the 1 foot includes pavers?

BO Griffin to the top of paver or overpour, lets be clear on that. Also, the pool equipment can be located in the flood zone as long as it is secured down. We suggest you get it above flood in the location, but sometimes the pumps won't work. But it will need to be elevated off the ground a little bit, for the occasional storm flooding. All Flood employees are in agreement.

Chairman Krause asked if 2 foot of fill as long as it is frangible be approved for driveways or slabs.

2 foot of non-structural fill. He will look up the code to clarify. Walkways, driveways or slabs.

Will look into this further after the meeting.

Also asked if an engineer can verify if they do an inground pool that's anchored for wave action etc. Are you allowing that? not stopping at the 1 foot if they verify the 2 foot? Chairman Krause will provide this information for review by the BO.

BO Griffin – No, 12 inches only. He will need to review the information Chairman Krause has prior to making any other decisions.

Chairman Krause did find and read FBC R3-22.3.6 with information on the questions previously asked and approvals that can be made by design professional, in a Vzone.

This item will be reviewed and discussed.

#### New Business for Industry Input:

[Chairman to read into record] If there is nothing further from the public, then this closes out the industry input section of this meeting and we will continue with the rest of the CEB Agenda.

#### 14. Staff Reports

1. Rick Griffin, Building Official/CEB Secretary/ Rey Ortiz, Assistant Building Official  
**\*\*Nothing to report\*\***
2. Thomas Wright, Contractors Examining Board Attorney  
**\*\*Wished everyone happy holidays\*\***
3. Kelly Dugan/ Assistant County Attorney  
**\*\*Nothing to report\*\***
4. LaChelle Thompson, Unlicensed Contractor Code Investigator  
**\*\*Submitted her report for the year\*\***  
**Chairman Krause asked about the outstanding citations.**  
**Lachelle explained some are still in the collection status and some will be coming up for a lien request.**

Meeting adjourned: 2:15 p.m.

**Maria L. Partington CEB liaison / Senior Licensing Coordinator**  
**Assistant liaison Jamie Gross / Licensing Coordinator**  
**Monroe County Contractors Examining Board**

Meeting Location - Open to the public:  
Marathon Government Center  
BOCC Room Second Floor  
2798 Overseas Highway  
Marathon, Fl. 33050

PURSUANT TO FLORIDA STATUTE SECTION [286.0105 FS](#), be advised that, if a person decides to appeal the decision made by the Contractors' Examining Board (CEB) with respect to any matter considered at today's hearing, that person will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

ADA ASSISTANCE: If you are a person with a disability who needs special accommodations in order to participate in this proceeding, please contact the County Administrator's Office, by phoning (305) 292-4441, between the hours of 8:30 a.m. - 5:00 p.m., no later than five (5) calendar days prior to the scheduled meeting; if you are hearing or voice impaired, call "711".

NOTICE: It shall be the responsibility of *each* Respondent or other person addressing the Board to bring an interpreter if the party is **NOT** able to understand or speak the English language.